

# West Monmouth School

## Ysgol Gorllewin Mynwy



*Believe Achieve Succeed Credu Cyflawni Llwyddo*

*WMS - a caring School*

Headteacher/Prifathro: Emma Jordan B.A., P.G.C.E., MA(Ed), N.P.Q.H.

### Summary of Operating Arrangements for March '22

Dear parents and carers,

Now that the threat posed by Omicron seems to have passed and Welsh Government have reduced the national COVID Alert level, we are able to reduce the number of control measure we have in place back to the level we had in the Autumn term. These are summarised below for you:

Attendance	<ul style="list-style-type: none"><li>- All pupils to return to school on Monday 28<sup>th</sup> February.</li><li>- <b>The arrival time for ALL pupils is <u>8.25</u> at which time pupils will need to be in their form rooms:</b></li><li>- We will be maintaining the separate entry points for year groups as this supports an orderly start to the day and allows heads of learning to meet their students each day.</li></ul> <p><b>Year 7 – Canteen via top gate</b> <b>Year 8 – N Block foyer via top gate</b> <b>Year 9 – Main entrance via main gate</b> <b>Year 10 – Back gate</b> <b>Year 11 - Technology block via main gate</b></p> <ul style="list-style-type: none"><li>- Don't worry, there will be plenty of staff on duty each morning to direct pupils to where they need to be.</li><li>- ALL pupils will finish at 3.00pm.</li><li>- All pupils are expected back to school except those who have been advised not to attend for medical reasons. Please let us know if this applies to your child.</li></ul>
Transport	<ul style="list-style-type: none"><li>- School transport will be running as normal – information on routes and collection points can be found on the Torfaen website</li><li>- <b><u>Pupils using school buses will still be required to wear a face mask unless they are unable to for medical reasons.</u> It is up to parents to ensure that pupils have a suitable face covering.</b></li><li>- If you choose to drop your child off by car, please identify a safe drop-off point within walking distance of school. <b>Please do not drop off/ pick up at school</b></li></ul>

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	<p><b>bus bay or on Blaendare Road as this will cause congestion and pose a safety risk to pupils.</b></p>
Uniform & Equipment	<ul style="list-style-type: none"> <li>- Full school uniform will be required for all pupils. If you are experiencing financial difficulty, please contact the school and we will assist. In addition, we would welcome any donations of out-grown uniform which could be passed on to others.</li> <li>- <b>We are now able to reopen our changing rooms so pupils will not need to wear PE kit to school on the days they have PE.</b></li> <li>- Pupils must bring a bag and equipment to school each day as still need to limit the sharing of equipment and resources. This should include at least: pen, pencil, ruler, calculator and glue stick*</li> </ul> <p>*a glue stick is important as teachers will have to rely on photocopied sheets more than normal and these can't be shared.</p>
Catering	<ul style="list-style-type: none"> <li>- The local authority will be providing normal catering facilities.</li> <li>- We will be maintaining the split lunch slots for KS3 and 4, as with almost 1200 pupils now on roll, it is impossible to get them all through the canteen in one go. Pupils in years 7,8 &amp; 9 will have lunch during lesson 4 and pupils in years 10 &amp; 11 during lesson 5.</li> <li>- There will be a mid-morning break for all pupils and they will have the opportunity to purchase snacks at this time either from the main canteen or from our new serving area in the Quad.</li> <li>- Water fountains will be reinstated but pupils should bring a refillable bottle to school.</li> <li>- At break and lunch times pupils will be outside wherever possible with different year groups directed to certain areas in order to minimise mixing:</li> </ul> <p>Break Areas:  Year 7 – Quad, front terrace &amp; lawn  Year 8 – Quad, front terrace &amp; lawn  Year 9 – Canteen, MUGA &amp; 4G (appropriate footwear required)  Year 10 - Canteen, MUGA &amp; 4G (appropriate footwear required)  Year 11 - Canteen, MUGA &amp; 4G (appropriate footwear required)</p> <p>Lunch Areas:  During staggered lunch slots, all pupils will stay in the canteen, MUGA, 4G &amp; back field areas. Year groups will have timed slots to access the canteen and these will be rotated across the year to ensure fairness.</p>
Social Distancing	<ul style="list-style-type: none"> <li>- There will be marked one-way routes around the school.</li> <li>- Classroom layouts will be altered to ensure that all pupils are facing forward and there will be strict seating plans in place so that we know where pupils have had close contacts during each day.</li> <li>- Arrivals and departures will be supervised.</li> <li>- No parents will be able to access the school site unless by prior arrangement to collect pupils.</li> </ul>
Hygiene	<ul style="list-style-type: none"> <li>- All areas of the school will be cleaned thoroughly each day.</li> <li>- Frequent touch areas will be cleaned throughout the day.</li> </ul>

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	<ul style="list-style-type: none"> <li>- Pupils will be required to hand-sanitise on arrival at school and throughout the day – supplies will be available in every classroom.</li> <li>- Where specialised equipment needs to be used (eg Science) this will be sanitised between uses.</li> <li>- Lidded bins and tissues will be available in every classroom.</li> <li>- Pupils will be reminded frequently of hygiene routines in place.</li> <li>- <b><u>Pupils will no longer be required to wear face coverings in classrooms but we recommend that they are worn when travelling between lessons as our corridors are narrow and can become congested.</u></b></li> </ul>
Toilet Facilities	<ul style="list-style-type: none"> <li>- <b>Toilets will be designated as either key stage 3 or Key stage 4 as follows:</b></li> <li>- <b>Upstairs Haberdashers – KS3</b></li> <li>- <b>Downstairs Haberdashers – KS4</b></li> <li>- <b>W Block Downstairs – Yrs. 7&amp;8</b></li> <li>- <b>W Block Glass Bridge – Yr. 9</b></li> <li>- <b>W Block Bursar’s Office – KS4</b></li> <li>- Pupils should plan to use toilets during break and lunchtime wherever possible to avoid disruption to their learning.</li> <li>- Pupils will be required to hand sanitise before entering the toilets and reminded to wash their hands thoroughly after use.</li> <li>- Facilities will be cleaned frequently throughout the day.</li> </ul>
Learning	<ul style="list-style-type: none"> <li>- All pupils will have access to the full curriculum and will be able to use specialist rooms and equipment.</li> <li>- Teachers will assess the impact of closure periods and adapt schemes of learning to compensate.</li> <li>- Key stage 4 schemes of learning will be adapted to account for changes made to content and exam requirements by the exam boards.</li> <li>- We will continue to ensure all pupils are prepared for online learning in case there are any future lockdowns.</li> <li>- We will provide online learning for any pupils who are required to self-isolate due to COVID.</li> </ul>
Discipline	<ul style="list-style-type: none"> <li>- Any poor behaviour will be dealt with via our normal discipline policy.</li> <li>- Any pupil deliberately breaching social distancing or hygiene rules will receive a warning in the first instance which will be recorded on Classcharts. A second breach during the day will result in the pupil being removed from their class and parents being called to take them home. They may then be banned from attending on subsequent days also.</li> </ul>
Sickness	<ul style="list-style-type: none"> <li>- No pupil should attend school if they are showing symptoms of Covid 19. In this instance, families should follow current government guidance on self-isolation and testing. There is no longer any need for under 18s (or adults who are double-jabbed) to isolate if they have been identified as a contact of somebody with COVID 19, however Track &amp; Trace may advise testing.</li> <li>- If any pupil becomes unwell during the day with COVID 19 symptoms, they will be removed from their class and isolated until a parent comes to collect them.</li> <li>- All areas where the individual has been will be deep-cleaned.</li> </ul>

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## Testing

- All pupils will continue to be offered the opportunity for **twice** weekly lateral flow home-testing. Test kits will be provided by the school but carried out at home on a voluntary basis.

We are hopeful that we will be able to reduce control measures even further as we head towards Easter and we will update you as soon as we receive the next tranche of guidance from Welsh Government. In the meantime, if you have any queries, please don't hesitate to contact us at school.

Yours sincerely



Miss E. Jordan

Headteacher

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